



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES
COMMISSIONER

Statewide Contract Information

BILL HASLAM
GOVERNOR

- Go to the Central Procurement Office website:
<http://tn.gov/generalserv/purchasing/index.html>
- Click on the link labeled [Supplier Portal](#) in the Helpful Links area.

Helpful Links

- [Listing of Statewide Contracts](#)
- [Edison](#)
- [Supplier Portal](#)
- [Staff Directory](#)
- [FAQs](#)
- [RFP's](#)
- [TN Board of Regents Contract Info](#)
- [Edison How to Video](#)
- [Training & Reference Materials](#)
- [Career Opportunities](#)
- [CPO Internship Program](#)

CENTRAL PROCUREMENT OFFICE

312 ROSA L. PARKS AVENUE, 3RD FLOOR • NASHVILLE, TENNESSEE 37243
(615) 741-1035 • FAX: (615) 741-0684 • WWW.TN.GOV/GENERALESERV/

- The portal will look something like the image below:



- Click the link labeled [Statewide Contract Information](#) in the area labeled State Procurement Info/Reporting.

State Procurement Info/Reporting

[Bid Evaluations](#)

[Statewide Contract Information](#)

- A list of search fields will display. ****Note:** Be aware of your pop-up blocker settings if no page appears.

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Sourcing Contract Srch

Find an Existing Value

Find an Existing Value

Limit the number of results to (up to 300): 300

Use Saved Search:

SetID:
Buying Agreement ID:
SWC Description:
Vendor ID: 
Description:
Contract Extended to Local Gov ☐
☐ Case Sensitive

Search

Clear

[Basic Search](#)




[Save Search Criteria](#)

[Delete Saved Search](#)

- **Buying Agreement ID:** Use this field to search by Contract Number
- **SWC Description:** Use this field to search by the title of the Statewide Contract
- **Vendor ID:** Use this field to search by Vendor Number
- **Contract Extended to Local Gov:** Click in this box to display a list of Statewide Contracts available to Local Governments/Municipalities.

After entering your search criteria, click the search button.

- **Vendor Name:** To search for a Vendor by name, click on the  to activate additional search options as shown below. Use the **Short Vendor Name:** field to look up an abbreviated portion of the vendor's name. Click the Look Up button to display the list of state wide contracts for that vendor.

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Look Up

Look Up Vendor ID

SetID:

Vendor ID:

Short Vendor Name:

[Basic Lookup](#)

Search Results

Only the first 300 results of a possible 147791 can be displayed.

[View 100](#)

Vendor ID	Short Vendor Name	Name 1
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Example: In this example, a list of all Statewide Contracts for Equipment Rental will be displayed.

Find an Existing Value

Limit the number of results to (up to 300):

Use Saved Search:

SetID:

Buying Agreement ID:

SWC Description:

Vendor ID:

Description:

Contract Extended to Local Gov ☐

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

Search Results

View All						First 1 1-6 of 6 Last
SetID	Buying Agreement ID	SWC Description	Vendor ID	Description	Contract Extended to Local Gov	
SHARE	0000000000000000000020015	201	0000072348	Equipment Rental	Y	
SHARE	0000000000000000000020016	201	0000072010	Equipment Rental	Y	
SHARE	0000000000000000000020017	201	0000027742	Equipment Rental	Y	
SHARE	0000000000000000000020020	201	0000001031	Equipment Rental	Y	
SHARE	0000000000000000000020022	201	0000087283	Mower and Tractor Rental	Y	
SHARE	0000000000000000000020023	201	0000069155	Equipment Rental	Y	

- Select the Contract you are searching for by locating the Buying Agreement or Vendor Number in the list. Click on the Contract you are looking for and you will see a display similar to this:

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Tennessee Department of General Services - State Wide Contracts

Questions regarding Statewide Contracts should be directed to the Purchasing Agent who is the Contract Administrator or to the Purchasing Division Helpdesk at 615-741-3333

Statewide Contract Number	Statewide Contract Description	Contract Beginning Date	Expire Date	Vendor ID	Buying Agreement ID	Contract Document	Contract Details
1 201	Equipment Rental	02/01/2010	07/29/2012	0000072348	00000000000000000000000020015		

- To display the Contract Documents, click the folder under the Contract Document heading.
A page will display similar to this:

Questions regarding bid evaluations should be directed to the Purchasing Agent from the Event or to the Purchasing Division Helpdesk at 615-741-3333

PLEASE READ TO OPEN FILE!!!!

Click on the Contract Document Icon - If the document is in XML format
Please follow the instructions below

At the top of your browser go to File->Save As and select where you would like to save this file.

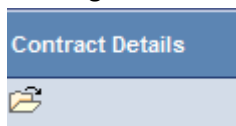
Once the file is saved, there are two ways to open it in Excel:

1. Open Microsoft Excel. At the top, do a File->Open. Navigate to this file, click on it, and select Open.
2. Right click on this file and select "Open With". Then, select Microsoft Excel as the application to open it with. (Note: When right clicking on the file if there is no "Open With" option, then try holding the shift button while right clicking on the file.)

Contract Documents	Comment Text	Contract ID
1	10/28/2010- Refreshed contract- added attachment to send contract to portal.	00000000000000000000000020015

Access the Document viewing page by holding down the Ctrl key and clicking the icon under the Contract Documents heading.

To display the Contract Details including pricing, click the folder under the Contract Details heading.



Note: If difficulty occurs when selecting the folder under the Contract Document heading, right click and select open from the drop down menu.


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A page will display similar to this:

Contract Line Detail						Customize	Find	View All		
Line	Item ID	Item Description	Category ID	Unit of Measure	Base Price	Min Qty				
1	1000124983	Rental of EXCAVATOR, 3/4 YD. W/BUCKET, 6 WAY BLADE, REGION 1	01893	EA	4700.00000	1.00				
2	1000124984	Rental of EXCAVATOR, 3/4 YD, MIN 36,000 LB, MIN 95 HP, 6 WAY BLADE, W/BUCKET, REGION 1	01893	EA	4050.00000	1.00				
3	1000124985	Rental of EXCAVATOR, 3/4 YD. W/BUCKET, 6 WAY BLADE, REGION 3	01893	EA	4700.00000	1.00				

Click [View All](#) to display all the lines of a given contract with up to the minute pricing and other information.


To download this information, click the  icon. The information is downloaded into an Excel spreadsheet.


Note: If no documents are attached to the Contract for viewing, you will see a screen similar to this:


Sourcing Contract


Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300):

Use Saved Search: 

SetID: 

Contract ID: 

[Basic Search](#)

[Save Search Criteria](#)
[Delete Saved Search](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

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